

TOWNSHIP OF PEQUANNOCK

REQUEST FOR PROPOSAL for MUNICIPAL PROSECUTOR

The Township of Pequannock is soliciting Proposals for the position of Municipal Prosecutor.

A. INTRODUCTION

The Township of Pequannock is soliciting interest from those wishing to serve as Municipal Prosecutor effective January 1, 2026. To illustrate the potential workload, in 2024, a total of approximately 4,349 traffic cases and approximately 470 criminal cases were charged. The Municipal Prosecutor is engaged and involved in all such cases. The Police Department employs 32 full time police officers.

The Municipal Court is active three Mondays each month, approximately 34 sessions per year, beginning at 9:00 am. The calendar may be subject to change and special sessions are added as or when needed. The Municipal Prosecutor is required to be present, **in person** for all court sessions and by 8:30 am. The Municipal Court is a hybrid court and we hold in person and virtual staggered sessions.

Compensation: The Municipal Prosecutor shall receive compensation for services as shall be fixed by the Township Council within a range of \$10,000 to \$32,000; however, please be aware that remuneration shall be paid via voucher, without withholdings or any other perquisite(s), e.g., the position is not eligible for inclusion in any NJ pension or retirement program. If you are willing and comfortable, please provide the annual salary request to complete this service.

B. SCOPE OF WORK

1. The Municipal Prosecutor will work with the Municipal Court, Township Police Department and all other officials and agencies with business before the Court to provide prosecutorial services for any and all matters. The Municipal Prosecutor shall make him/herself available prior to the date of any trial or court appearance to prepare for the trial or appearance with members of the Township Police Department or other enforcement official(s).

C. MINIMUM REQUIREMENTS:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than five (5) years preceding the proposed appointment, and eligible to appear before all municipal, state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law;
2. Must have a minimum of five (5) years of municipal prosecutor or criminal defense experience;
3. Must provide a provision for a back-up Municipal Prosecutor (when/if necessary);
4. Must list past and present municipal or government entities represented;
5. Must provide six (6) professional references with preferred contact information;
6. Must maintain a bona fide principal office in the State of New Jersey;
7. Must be knowledgeable and experience with the use of virtual meeting software, e.g. Zoom, Teams, etc.
8. With the exception of planned vacations and emergencies, the municipal prosecutor must be available for all court sessions, in-person, 12 months a year

D. INSTRUCTIONS

All responses should include a cover letter and resume outlining candidate's credentials and experience. All proposals must be in a sealed envelope and clearly marked "Sealed Proposal-Municipal Prosecutor Position"

Responses must be received by 4:30 p.m., Friday, October 24, 2025. Proposals may be submitted electronically or in hard copy.

All proposals are to be delivered by Friday, October 21, 2025 to:

Adam W. Brewer, Township Manager
530 Newark Pompton Turnpike
Pompton Plains, NJ 07444
abrewer@peqtwp.org

Questions and comments should be directed to Adam W. Brewer, Township Manager, (973) 835-5700 ext. 133.